
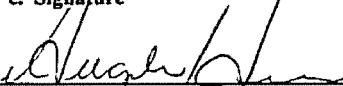
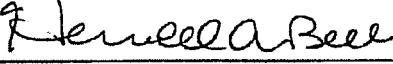
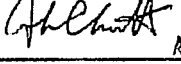
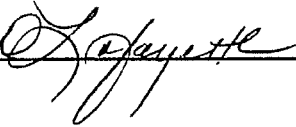


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION SAN FRANCISCO, CA		2. POSITION NUMBER 0004636	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation					
4. Supervisor's Recommendation	Environmental Engineer (rpm)	GS	0819	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
7. ORGANIZATION (Give complete organizational breakdown)			c. NV and FEDERAL FACILITIES SECTION		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. REGION 9,			g.		
c. SUPERFUND DIVISION			h. Employing Office Location San Francisco, California		
d. FEDERAL FACILITIES AND SITE CLEANUP BRANCH			i. Organization Code YEBD0000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Harold Ball, Supervisory Environmental Protection Specialist			d. Typed Name and Title of Second-Level Supervisor Angeles Herrera, Supv Environmental Protection Specialist		
b. Signature 		c. Date 9/9/2015	e. Signature 		f. Date 9/9/2015
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____% of time) <input type="checkbox"/> This position is subject to random drug testing (____)		i. Classifier's Signature		j. Date
11. REMARKS					

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION SAN FRANCISCO, CA		2. POSITION NUMBER 0819 4636	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position (A) JFS for Professional GS-400s, 9/05; (B) JFS for Professional GS-800s, 11/08; (C) JFS for Professional GS-1300s, 12/97					
Official Allocation	b. Title Interdisciplinary	c. Pay Plan GS	d. Series 0819 1301	e. Grade 14	f. CLC 001
4. Supervisor's Recommendation	Environmental Engineer	GS	0819	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Senior Remedial Project Manager		6. NAME OF EMPLOYEE			
7. ORGANIZATION (Give complete organizational breakdown)		c. CA/NV PRIVATE SITES SECTION 2			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. REGION 9,		g.			
c. SUPERFUND DIVISION		h. Employing Office Location			
d. FEDERAL FACILITIES & SITE CLEANUP BRANCH		i. Organization Code 90960860/5108			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part 1 of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Harold Ball, Section Chief SFD CA/NV Private Site Section		d. Typed Name and Title of Second-Level Supervisor Michael Montgomery Assistant Director SFD-8			
b. Signature 	c. Date 01/10/2014	e. Signature 		f. Date 1/30/14	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSE Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code 31
g. Bargaining Unit Code 1065	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (20% of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 		j. Date 2/7/14
11. REMARKS					

Environmental Engineer/ Physical Scientist/Life Scientist (RPM)
Senior Remedial Project Manager
GS-819/1301/401-14

INTRODUCTION

This position is located in the Superfund Division. The incumbent is a senior Remedial Project Manager (RPM) in the Federal Facilities & Site Cleanup Branch, CA/NV Private Sites Section, providing expertise in highly complex and/or controversial issues involving remedial sites. Due to incumbent's extensive programmatic, technical and/or enforcement experience and knowledge, incumbent serves as an authority on the remedial program. Incumbent devises novel approaches to implement the Superfund program and provides leadership to solve difficult problems at remedial sites. Incumbent's work establishes regional and national precedents. Incumbent manifests keen ability to independently represent nationally and regionally credible EPA positions at high levels internally and externally, including challenging community or environmental justice situations. Incumbent fosters highly productive and effective teamwork on remedial sites. Incumbent is assigned/reassigned to different sites as demands for senior RPM expertise warrant.

MAJOR DUTIES

1. Responsible for assessing and managing the most complex CERCLA hazardous waste sites for the purpose of identifying and measuring public health and welfare and environmental threats; identifying remedial alternatives; recommending and implementing novel and innovative remedies. Provides expertise on highly complex and/or controversial issues involving remedial sites. In this regard, the incumbent is considered an authority on remedial investigation data gathering and assessment, remediation, design, construction, and enforcement issues. Incumbent will be responsible for providing technical expertise and utilizing planning and coordination skills to expedite cleanup under the regional Superfund remedial process. Prepares technical reports and correspondence on a variety of subjects. Reviews administrative and technical actions and reports for conformance to policy and guidance. The Senior RPM has had a progression of increasingly complex responsibilities as an RPM in the Superfund program and has demonstrated an aptitude to address challenging and controversial Category IV sites. S/he has extensive knowledge of the Superfund program and is sought after as an expert in the Superfund remedial program. S/he designs new and innovative approaches to solving intransigent technical, political, and or programmatic problems in uncharted territory. Incumbent exercises finely honed independent judgment and authoritatively represents EPA.
2. Serves as the Agency's representative in dealing with senior high level officials of other Federal, State and local agencies and PRPs where appropriate for the purpose of coordinating and overseeing their contributions and providing advice. Contributions and/or assistance of other parties may be conflicting and the employee must use advanced knowledge of a physical science or engineering area to make decisions. Provides advice and assistance to state and/or local governments on the Superfund process. Serves as a regional technical authority in providing expert advice and assistance to state and/or local

governments on matters relating to the development, execution and monitoring of politically important and highly visible environmental protection policies, plans, and programs.

3. Participates in, leads, or monitors enforcement activities related to assigned CERCLA hazardous waste sites. Serves as a technical authority in the development of nationally important and/or politically sensitive enforcement cases. Reviews and evaluates PRP qualifications to perform the response activity; represents the Agency in conducting PRP technical negotiations for response actions within statutory timeframes; monitors compliance of PRPs with consent decrees and administrative orders, develops databases to track and maintain PRP specific data for document exchange, correspondence tracking, volumetric ranking and non-binding allocations of responsibility; initiates and coordinates necessary enforcement actions to rectify PRP non-compliance with administrative orders and consent decrees; provides technical information for cost recovery actions; develops and/or assists Regional Counsel in implementing case management plans; provides site specific and general information for enforcement purposes; provides testimony, depositions, and other assistance for site litigation.
4. Serves as an authority and utilizes expertise in physical sciences or engineering discipline specialty area to provide advice and assistance on behalf of the Agency in court proceedings, to assigned Region, other regions, EPA HQ, states, localities and other parties as required. Directs and participates in national and regional special projects, task forces, and panels to develop policies and methods related to hazardous waste site issues and actions that affect EPA programs and regions, as well as other agencies and states.
5. Performs program administrative work, such as contract or grant management, or environmental liaison work, in order to accomplish the assigned environmental management and protection duties. Performs work responsibilities related to the initiation, administration and/or close-out of contracts, grants, cooperative agreement and/or interagency agreements (IAGs). Authorizes, monitors, and evaluates contractor and subcontractor and State actions and expenditures. Is responsible for monitoring contractor performance. Directs, monitors and/or oversees, and/or controls funds obligated and schedules of agency and State-lead and the schedules of PRP-lead sites, including Federal Facilities.
6. Directs, writes, oversees reviews, approves, and/or controls the schedule of technical, management, contractual, and informational documents. This includes: preparing and/or reviewing records of decisions (RODS); coordinating the ROD approval process in accordance with Regional commitments; directing and/or developing PRP administrative orders, consent decrees and associated technical documents; reviewing removal action memoranda when required at assigned site; developing or coordinating development with the OSC the Engineering Evaluation/Costs Analysis for non-time critical removals at assigned sites; initiating and preparing interagency agreements with other Federal agencies for submission to and approval by agency regional or headquarters senior officials; initiating drafts and ensuring effective adherence to Superfund memoranda of agreement; preparing and negotiating administrative and judicial settlements in conjunction with counsel, including administrative orders, consent decrees, de minimis and mixed funding agreements; writing remedial action reports and close out reports.

7. Conducts community relations activities at the most controversial Superfund sites where citizens may be openly hostile. Responsible for ensuring that the public participation process is followed; conducting public meetings in potentially hostile and politically sensitive situations where persuasion and conflict resolution is often required; speaking to the media, sometimes preparing, reviewing, and distributing informational pamphlets; responding to verbal and written inquiries, etc, in coordination with agency, state and local community relations officials; and coordinating the implementation of technical assistance grants to localities. Interacts with congressional staff and other political representatives as appropriate.

FACTOR LEVEL DESCRIPTIONS

1. Knowledge Required by the Position, Level 1-8 (1550 points)

- Mastery of the principles, theories, and practices of CERCLA remedial actions to serve as an authority in extending existing approaches and applying new developments to investigate critical problems in the specialty area or in making decisions and recommendations which significantly change, interpret, or develop important public programs. The Senior RPM has complex responsibilities as an RPM in the Superfund program and has demonstrated an aptitude to address challenging and controversial Category IV sites.
- Mastery of relevant and appropriate laws, regulations, and other guidelines governing remedial actions and related activities unique to CERCLA hazardous waste sites.
- Mastery of the concepts, principles, and practices of physical sciences or engineering sufficient to serve as the Remedial Project Manager (RPM) for major environmental cleanups.
- Mastery of Federal contracting principles, practices, and procedures unique to Superfund contracting vehicles in order to serve as a WAM and advise others in their use.
- Knowledge of enforcement procedures and policies.
- Ability to apply tact, diplomacy, and high-level technical skills to negotiate agreements and persuade others to adopt technical processes.
- Ability to resolve conflicting opinions in situations which have to be dealt with quickly and decisively.
- Skill in communicating orally and in writing.

2. Supervisory Controls, Level 2-5 (650 points)

Assignments are normally made only in terms of broadly defined missions or functions. The employee has responsibility for planning, developing, coordinating, and evaluating programs, projects, activities, or other work independently. Employee may be assigned a national program to manage, which includes integrating the program with other related activities, coordinating the program with regions and other organizations, and performing other related program management duties. Completed work is normally accepted without change, and when it is reviewed, the review concerns such matters as, fulfillment of objectives, effect on overall

operations, and contributions to program efforts. Recommendations are typically adopted, and evaluated only for such things as availability of funds and other resources, broad program goals, and national priorities.

3. Guidelines, Level 3-5 (650 points)

Guidelines are basic legislation and/or state and nonspecific agency regulations and policy statements. Employee is required to use judgment and ingenuity in interpreting the intent of legislation and new regulations and developing applications to specific areas of work. The employee is recognized as a technical authority in the development and interpretation of agency policy. The ideas, methods, and procedures developed by employee are on the cutting edge of technology and often serve as precedents for other policy makers within or outside of EPA.

4. Complexity, Level 4-5 (325 points)

Guidelines are broad and nonspecific such as policy statements and basic legislation which require extensive interpretation. Employee is required to use resourcefulness and perception to develop and interpret guidelines. Employee is recognized as a national technical authority or expert in this scientific area.

The incumbent works on the most complex CERCLA sites. The work involves the application of broad functions to policy issues of national interest, or involves evaluating and interpreting national policies and projects. The employee must be versatile and innovative to resolve critical problems and to originate new techniques or criteria. The Senior RPM has complex responsibilities as an RPM in the Superfund program and has demonstrated an aptitude to address challenging and controversial Category IV sites

5. Scope and Effect, Level 5-5 (325 points)

The purpose of the work is to plan, develop and carry out vital CERCLA remedial actions at the most complex sites, and to provide technical guidance and leadership. The remedial actions are essential to the mission of the agency that affects a large number of people. The work affects the well-being of the general public and surrounding communities. The incumbent provides authoritative information, analysis, and recommendations to complex questions of environmental and/or public policy or practice. The work makes a significant contribution to the planning, and evaluation of policies and projects that are of regional and national interest through the application of new technology and/or the synthesis of a range of approaches to technical or policy issues. His/her work is cutting edge and serves as a model for future approaches to Superfund remedial work. The Senior RPM mentors and leads other Superfund staff.

6. Personal Contacts, Level 6-3 and 7c (180 points)

Contacts are with high-ranking officials from national or international agencies, contractors, private industry, and public groups, who are unlikely to embrace points of view and positions that differ from those of the Agency in fundamental ways. Their objectives are likely to differ from program requirements and there may be elements of adversarial relationships or other obstacles to overcome. This requires greater initiative and persistence in maintaining good

working relationships.

Personal contacts include other RPMs, other employees within the Regional and national Superfund organization, contractors, other agency representatives, the local community, State government, and the media, Headquarters staff and PRPs and the purpose and extent of each contact is different.

7. Purpose of Contacts, Level 7c

The persons contacted typically have diverse viewpoints, goals, or objectives. The purpose is to collect and exchange information, provide consultation on problems, defend proposed approaches, negotiating settlement of differences, and to resolve problem areas or controversies arriving at a compromise, or developing suitable alternatives for CERCLA remedial actions and the Superfund program. The employee represents the Agency at meetings with the general public, the media, as well as at regional and national meetings. Incumbent must be skillful in dealing with people who are hostile or uncooperative in order to gain compliance. This requires skill in persuasion and negotiation. The incumbent also leads or serves as an advisor to Regional and national special projects and task forces on technical or procedural issues of cross-Regional or national significance.

8. Physical Demands, Level 8-1 (5 points)

The work is primary sedentary, requiring some walking on site, lifting and carrying of moderately heavy items and wearing personal protective equipment.

9. Work Environment, Level 9-2 (20 points)

The work environment involves regular and recurring exposure to moderate risks or discomforts which require normal safety precautions typical of such places as storage facilities, disposal, or spill sites where there is risk of exposure to chemicals, pesticides or other pollutants. When on site, the environment requires constant evaluation and application of OSHA health and safety regulations. Repeated exposure may place employee at risk.